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PERSONNEL MATTERS

Report by the Director-General

Provides information on developments in the common system, consequent amendment to schedule I of the staff regulations and amendments to the staff rules. Reports on the introduction of appointments of limited duration. Invites the Board to elect two members for the UNIDO Staff Pension Committee.

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For reasons of economy, this document has been printed in a limited number. Delegates are kindly requested to bring their copies of documents to meetings.

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Introduction

1. The present document provides information on a range of personnel-related issues. Information on the composition of the Secretariat is contained in appendix L to the Annual Report 2001. In addition, figures 1 and 2 provide information on staff in the Professional and higher categories and on senior staff.

2. Three Managing Directors at the D-2 level took office in September 2002: Mr. Renato Fornocaldo (Italy), Managing Director of the Division of Administration; Mrs. Haruko Hirose (Japan), Managing Director of the Programme Coordination and Field Operations Division; and Mr. Abel John Julian Rwendeire (Uganda), Managing Director of the Programme Development and Technical Cooperation Division.

Figure 1
Professional-level staff at Headquarters and field offices by region and gender as at 23 September 2002

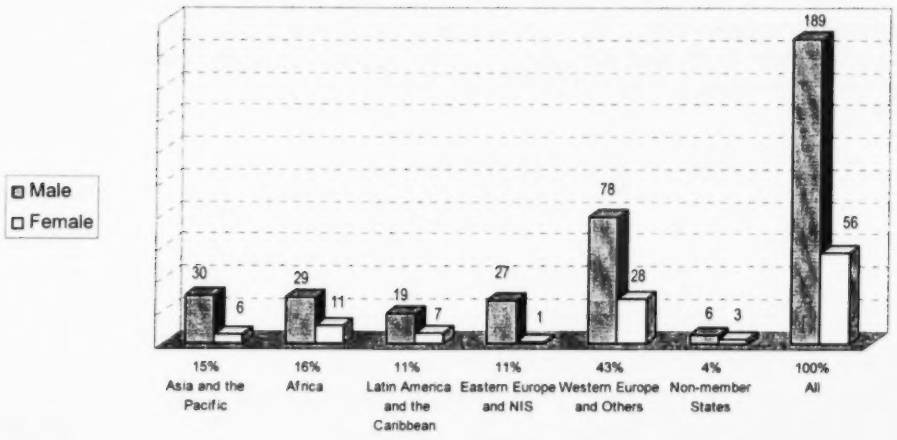
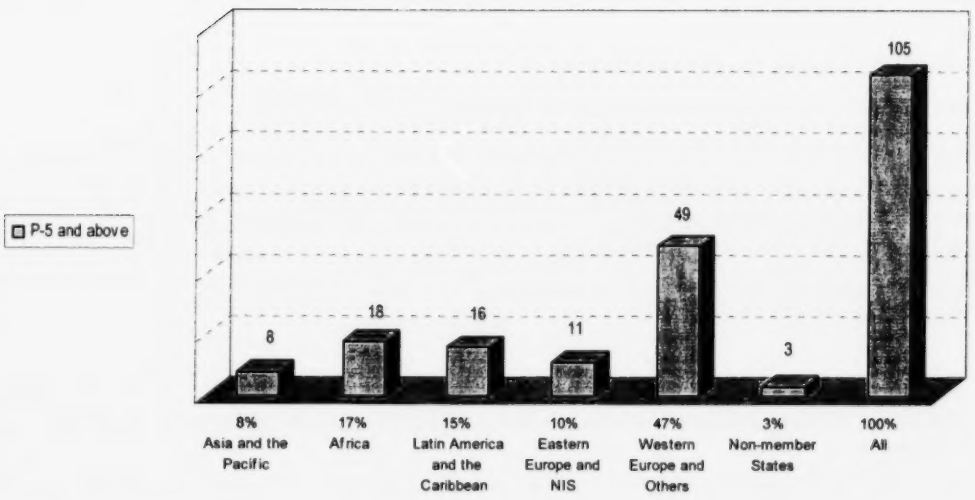


Figure 2
Senior Professional-level staff at Headquarters and field offices by region as at 23 September 2002



I. COMMON SYSTEM DEVELOPMENTS

3. At its fifty-sixth session the General Assembly adopted resolution 56/244 on the United Nations common system. In considering the item, the Assembly reaffirmed its commitment to a single, unified United Nations common system as the cornerstone for the regulation and coordination of the conditions of service. Furthermore, the Assembly expressed its conviction that the common system constitutes the best instrument to secure staff of the highest standards of efficiency, competence and integrity for the international civil service as stipulated under the Charter of the United Nations.

4. As provided in Article 11.5 of the UNIDO Constitution, "The conditions of service of staff shall conform as far as possible to those of the United Nations common system". In accordance with that principle, staff regulation 13.3 provides that the Director-General is authorized, within the budgetary level approved by the General Conference, to make appropriate amendments to the schedules and annexes to the staff regulations so as to bring them into conformity with any relevant decisions that may be taken up by the General Assembly of the United Nations on the recommendation of the International Civil Service Commission (ICSC).

Salary scales for the Professional and higher categories—amendment to schedule I of the staff regulations

5. In resolution 56/244, the General Assembly recalled section I.H. of resolution 44/198, by which it established a net salary level for staff in the Professional and higher categories by reference to the corresponding base net salary levels of officials in comparable positions serving at the base city of the comparator civil service (the federal civil service of the United States of America). The Assembly approved with effect from 1 March 2002, as recommended by ICSC, a revised base scale of gross and net salaries for staff in the Professional and higher categories. The scale reflects the consolidation of 3.87 per cent of post adjustment into the net base salary that became effective on 1 March 2001. The revision was implemented on a "no loss, no gain" basis, as far as salary payments are concerned. That is, in accordance with standard procedures upon implementation of the revised salary scale, revised post adjustment multipliers were established by ICSC for all duty stations. The revised scale entails an increase in the mobility and hardship allowances and the repatriation grant, paid to eligible staff as the net base salary is used to determine these payments.

6. The revised scale is contained in annex I to the present document.

Review of the pay and benefits system

7. The report of the Director-General contained in document IDB.24/13 of 18 April 2001 announced the review of the pay and benefits system. This review, undertaken by ICSC in consultation with parties concerned, has continued. The Commission at its fifty-fifth session, held in August 2002, noted the substantial number of inter-related items which required further study before substantive proposals for reform could be formulated. The Commission reached consensus on a set of priorities and time frame for the reform of the pay and benefits system that extends to 2006.

II. MATTERS RELATED TO THE STAFF RULES

8. The applicable texts for the amended staff rules covered in the present chapter are shown in the annexes indicated. In those annexes, deletions are contained in square brackets and amendments are underlined.

Professional Scales

9. In accordance with Article 54(b) of the regulations of the United Nations Joint Staff Pension Fund, the scale of pensionable remuneration for the Professional and higher categories must be adjusted on the same date and by the same percentage as the net remuneration of officials serving in New York. In accordance with this provision, ICSC promulgated a revised scale of pensionable remuneration effective 1 November 2001. The revised appendix C to the staff rules is contained in annex II to the present document.

Human Resource Management Framework

10. Given the central role of human resource management in the programmatic success of the Organization, and with the view to incorporating the staff career development system into a comprehensive programme and to streamlining current processes and procedures, a Human Resource Management Framework was launched in June 2001. The implementation of the framework is being conducted in three phases using a step-by-step approach.

11. The first phase focused on providing employment stability and ensuring the recruitment and retention of the most qualified staff on a wide geographical basis; it contains streamlined guidelines for the engagement of staff through recruitment, selection and placement. The second phase of the framework will address career growth and the third will concentrate on promoting an environment of continuous learning. The necessary amendment to the staff rules relating to the first phase of the framework—to staff rule 103.10 on fixed-term appointments—is contained in annex III to the present document. The new applicable text of rule 103.10 is

underlined; the text previously applicable is shown in square brackets. Rule 103.12 (a) has been amended to streamline functional titles. Annex IV refers.

12. As an integral part of the second phase of the Human Resource Management Framework, a new and simplified performance appraisal system was introduced in July 2002. It calls for planning of work assignments, for dialogue on and monitoring of performance and for the identification of developmental and learning needs. The necessary amendments to Appendix M to the staff rules are reflected in annex V to the present document.

Appointments of limited duration

13. As an integral part of the first phase of the Human Resource Management Framework, appointments of limited duration (ALD) were introduced effective 1 February 2002. Such appointments have been endorsed by ICSC and have been used by other specialized agencies and the United Nations. In the context of UNIDO, appointments of limited duration are intended for tasks relating to special operational needs and technical cooperation which are finite in time and nature. ALD are non-career appointments and have a maximum duration of four years. If this maximum period is completed, a one year break in service is required before an individual can become eligible for any new appointment.

14. Individuals holding appointments of limited duration have the status of staff members of UNIDO. As international civil servants, they are held to the standards of conduct in the international civil service as well as the obligations set out in Article I of the Staff Regulations of UNIDO, including the obligations to discharge their functions and to regulate their conduct with only the interests of the Organization in view and not to seek or receive instructions from any source external to the Organization.

15. Since their introduction in the United Nations common system, ALD are recognized as providing flexibility and swiftness in recruitment as well as simplicity with respect to the administration of the related conditions of service. ALD can be used for the General Service and the Professional and higher categories. The basic compensation package that applies to staff appointed under an ALD consists of: net salary (without step increments) as determined by ICSC, service and, subject to eligibility, family allowances. A cost of living allowance is payable to staff in the Professional and higher categories. An assignment grant is payable to internationally recruited staff members so as to provide them with the financial means to meet their immediate needs at the beginning of the assignment. A limited shipment entitlement is provided. Social security coverage is also provided. The conditions of employment applicable to ALD are detailed in the 300 series of the UNIDO staff rules. Originally, the 300 series of the staff rules were issued to provide the regulatory framework for short-term—daily or monthly—appointments. These were revised and the ALD have been incorporated. The revised 300 series of the staff rules are contained in document UNIDO/DG/B/Staff Rules/3/Rev.1. UNIDO currently employs four staff members on appointments of limited duration.

Local salaries

16. Staff regulation 6.5 stipulates that the Director-General shall fix the salary scales for staff in the General Service category, normally on the basis of the best prevailing conditions of employment in the locality, taking into account the recommendations of ICSC. Based on the results of the salary survey conducted by ICSC in Vienna, the Director-General approved the implementation of the revised salary scale and dependency allowances recommended by the Commission. The last interim adjustment of salaries of General Service staff in Vienna was implemented effective April 2001 (document UNIDO/DG/B/Staff Rules/1/Rev.1/Amend.20 of 12 July 2001 refers). The reference date of the ICSC survey was 1 April 2002 and the revised scale was implemented with the same effective date. The new scale represents an overall increase of 2.98 per cent. The salary scale effective 1 April 2002 for General Service staff in Vienna and the revised dependency allowances are shown in annexes VI and VII to the present document.

Financial implications

17. The financial implications of the adjustments related to the revised salary and pensionable remuneration scales reported above amount to €443,600 for the remainder of the biennium. The financial implications of the implementation of the ICSC salary survey amount to €739,100 for the remainder of the biennium. The additional costs can be absorbed by the budgetary level approved by Member States as well as by savings resulting from higher-than-budgeted vacancy rates.

III. REPRESENTATION OF THE UNIDO GOVERNING BODY ON THE UNIDO STAFF PENSION COMMITTEE

18. The UNIDO Staff Pension Committee established by the General Conference (GC.1/Dec.37) held two meetings in the course of 2001 and up to the time of the present report it held four meetings in 2002.

19. In its decision GC.9/Dec.19, the General Conference elected the following two members and two alternate members of the UNIDO Staff Pension Committee for the biennium 2002-2003:

Members: Ms. Caroline Ziadé (Lebanon)
Mr. Constancio R. Vingno, Jr. (Philippines)

Alternate Mr. Cédric Janssens de Bisthoven (Belgium)

Members: Mr. Mlulani M. L. Singaphi (South Africa)

20. Both of the member posts have become vacant upon the departure from Vienna of the incumbents. The Board may wish to proceed with the election for those posts for the remainder of the term in accordance with Conference decision GC.9/Dec.19 (c).

IV. ACTION REQUIRED OF THE BOARD

21. The Board may wish to consider the adoption of the following draft decision:

"The Industrial Development Board:

"(a) Takes note of the information contained in document IDB.26/11;

"(b) Notes the amendments made in pursuance of staff regulation 13.3 to schedule I of the staff regulations in order to bring it into conformity with the decision of the General Assembly set out in resolution 56/244;

"(c) Further notes the amendments to staff rules 103.10, 103.12 and appendices A, C and M to the staff rules;

"(d) Notes the revision of the 300 series of the staff rules and the introduction of appointments of limited duration;

"(e) In accordance with General Conference decision GC.9/Dec.19 (c), elects the following members of the UNIDO Staff Pension Committee for the remainder of the biennium 2002-2003:

Members: ..... (country)

..... (country)"

Annex I

SCHEDULE 1
SALARY SCALES FOR THE PROFESSIONAL AND HIGHER CATEGORIES SHOWING ANNUAL GROSS SALARIES AND THE NET EQUIVALENTS AFTER APPLICATION OF STAFF ASSESSMENT
(in United States dollars)

Effective 1 March 2002

		STEPS													
LEVEL		I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII	XIV	XV
Director																
D-2	Gross	129 834	132 689	135 540	138 392	141 245	144 097									
	Net D	90 697	92 467	94 235	96 003	97 772	99 540									
	Net S	83 322	84 805	86 286	87 768	89 250	90 733									
Principal Officer																
D-1	Gross	114 784	117 226	119 669	122 106	124 550	126 994	129 437	131 877	134 319						
	Net D	81 366	82 880	84 395	85 906	87 421	88 936	90 451	91 964	93 478						
	Net S	75 209	76 539	77 868	79 195	80 526	81 845	83 115	84 384	85 652						
Senior Officer																
P-5	Gross	101 084	103 294	105 505	107 715	109 924	112 132	114 344	116 553	118 761	120 974	123 185	125 392	127 602		
	Net D	72 872	74 242	75 613	76 983	78 353	79 722	81 093	82 463	83 832	85 204	86 575	87 943	89 313		
	Net S	67 698	68 955	70 159	71 362	72 565	73 767	74 970	76 173	77 376	78 579	79 781	80 983	82 162		
First Officer																
P-4	Gross	82 255	85 283	87 306	89 329	91 442	93 597	95 752	97 906	100 065	102 216	104 371	106 529	108 682	110 837	112 994
	Net D	61 548	62 887	64 222	65 557	66 894	68 230	69 566	70 902	72 240	73 574	74 910	76 284	77 583	78 919	80 256
	Net S	57 316	58 546	59 770	60 994	62 220	63 443	64 669	65 894	67 118	68 342	69 540	70 717	71 888	73 062	74 235
Second Officer																
P-3	Gross	68 306	70 208	72 112	74 011	75 915	77 815	79 715	81 620	83 523	85 423	87 326	89 226	91 202	93 226	95 250
	Net D	51 682	52 937	54 194	55 447	56 704	57 958	59 212	60 469	61 725	62 979	64 235	65 489	66 745	68 000	69 255
	Net S	48 242	49 396	50 553	51 706	52 862	54 015	55 169	56 324	57 477	58 632	59 782	60 933	62 083	63 233	64 384
Associate Officer																
P-2	Gross	55 346	56 907	58 465	60 027	61 729	63 429	65 130	66 829	68 532	70 233	71 932	73 636			
	Net D	42 849	43 973	45 095	46 218	47 341	48 463	49 586	50 707	51 831	52 954	54 075	55 200			
	Net S	40 191	41 210	42 226	43 244	44 260	45 279	46 313	47 344	48 379	49 412	50 444	51 479			
Assistant Officer																
P-1	Gross	42 944	44 444	45 942	47 442	48 939	50 438	51 938	53 436	54 932	56 432					
	Net D	33 920	35 000	36 078	37 158	38 236	39 315	40 395	41 474	42 551	43 631					
	Net S	31 997	32 992	33 986	34 980	35 974	36 967	37 962	38 944	39 921	40 899					

D = Rate applicable to staff members with a dependent spouse or child.
S = Rate applicable to staff members with no dependent spouse or child.

Annex II

Appendix C

SCALE OF PENSIONABLE REMUNERATION FOR THE PROFESSIONAL AND HIGHER CATEGORIES

Scale of pensionable remuneration

(For purposes of pension benefits and pension contributions)

(in United States dollars)

Effective 1 November 2001

	STEPS														
LEVEL	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII	XIV	XV
D-2.....	156 656	160 217	163 776	167 333	170 892	174 452									
D-1.....	138 748	141 593	144 437	147 277	150 123	153 109	156 158	159 207	162 250						
P-5.....	122 795	125 369	127 942	130 517	133 091	135 663	138 237	140 813	143 383	145 958	148 532	151 112	153 870		
P-4.....	101 524	104 036	106 544	109 052	111 565	114 073	116 583	119 094	121 603	124 111	126 619	129 136	131 643	134 152	136 664
P-3.....	84 497	86 655	88 812	90 965	93 125	95 280	97 436	99 596	101 853	104 213	106 569	108 927	111 285	113 641	116 001
P-2.....	69 321	71 254	73 180	75 110	77 038	78 968	80 896	82 822	84 754	86 683	88 610	90 541			
P-1.....	53 979	55 838	57 690	59 543	61 398	63 250	65 107	66 958	68 811	70 666					

Annex III

Rule 103.10

FIXED-TERM APPOINTMENTS

(a) On recruitment, staff members shall be granted appointments for a fixed term. The fixed-term appointment, having an expiration date specified in the letter of appointment, shall normally be granted for a period of three years, with the first 12 months being a probationary period that can in exceptional circumstances be extended for an additional period up to one year. The fixed-term appointment does not carry any expectancy of renewal or conversion to another type of appointment

(b) Extensions of fixed-term appointments are subject to satisfactory performance and budgetary coverage and shall normally be for a period of three years. Extensions of fixed-term appointments exceeding the normal three-year period up to a maximum of five years may exceptionally be granted under conditions established by the Director-General.

(c) Non-extension of fixed-term appointments does not entail payment of an indemnity.

[(a) Appointments granted on recruitment for periods of 12 months or more should be fixed-term appointments.

(b) Fixed-term appointments granted to Professional (P-1 to P-5) and General Service staff are normally for an initial period of three years, including a probationary period of 12 months that can in exceptional circumstances be extended for an additional period up to one year.

(c) Fixed-term appointments granted to the Director (and Principal Officer) category are for a maximum period of two years.

(d) Fixed-term appointments do not carry any expectancy of renewal or conversion to another type of appointment. When it is in the interest of the programme activities of the Organization, however, fixed-term appointments can be extended for subsequent fixed-term periods up to three years, not exceeding a total of seven years since the initial appointment of the staff member concerned.

(e) Extensions beyond the maximum of seven years will be considered only upon completion of a review to be done prior to the end of the sixth year of service based on the staffing requirements of the Organization and the performance appraisal reports of the staff member concerned.

(f) Non-extension of fixed-term appointments, both during and at the end of the seven-year period does not entail payment of any indemnity.

(g) The above dispositions apply to all staff recruited on or after 1 January 1999 and to those appointed prior to that date with less than three years of service at the end of their appointment.

(h) Staff members appointed prior to 1 January 1999 having three years or more of service will continue to be governed by the terms of their original fixed-term appointment, which do not include the seven-year limit referred to in subparagraph (d) above.]

Probationary period

(i) No change
(j) No change

Annex IV

Rule 103.12

APPOINTMENT AND PROMOTION BOARD

The following definitions will apply to the terminology used in this Staff Rule:

Appointment: Contractual agreement to enter and remain in service with the organization following the selection procedure;

Placement: Redeployment of a staff member assigned to an abolished post, to a similar position at the same grade, or lateral transfer of staff members, at the same grade, to non-analogous positions;

Lateral transfers of staff at the same grade, between analogous positions within the same division, falls within the authority of Managing Directors;

Analogous posts: Posts identical in grade, description and requirements;

Promotion: Change in grade level within or between categories of posts following selection to a vacant post or reclassification of a post, according to the procedures set up in this Staff Rule;

Review of staff: Five-year review of permanent appointments.

(a) (i) The Appointment and Promotion Board shall be established by the Director-General to give advice on the appointment, placement, promotion and review of staff in the Director, Professional and General Service categories, except for posts in the immediate Office of the Director-General, Advisors in the Office of the Director-General [and Special Advisors in the Executive Office and], UNIDO Representatives and [also] entry grades G-1/G-2 in the General Service category;

(ii) Subject to the criteria of article 11, paragraph 5, of the Constitution and to the provisions of staff regulations 3.2 and 4.2, the appointment and promotion bodies shall, in filling vacancies through recruitment, assignment or placement, normally give preference, where qualifications are equal, to staff members already in the service of the Organization and staff members in other organizations participating in the United Nations common system. Gender balance and geographic representation should also be duly considered.

(b) No change

Annex V

Appendix M

STAFF PERFORMANCE APPRAISAL SYSTEM

(a) As stipulated in staff rule 104.08, the service and conduct of staff members shall be the subject of appraisals made from time to time by their supervisors.

(b) Performance appraisals will be made on the following occasions:

(i) After 12 months of probationary service, where applicable;

(ii) On an annual basis.

(c) In addition, unless an appraisal has been made during the last six months, it will be required on the following occasions:

(i) If the staff member is assigned to another organizational unit within the UNIDO Secretariat, to another duty station or to a mission for a period of six months or longer;

(ii) If the staff member is transferred to another organization of the United Nations common system or separates from service;

(iii) If the immediate supervisor is about to leave on another assignment or to be separated from the Secretariat.

(d) If the staff member, upon receipt of the appraisal, does not agree with its content, he or she may submit, within one month, a statement of explanation. The statement of explanation can relate to any comment or rating in the appraisal; it will be placed on the staff member's Official Status File. It is, however, not a rebuttal.

(e) A rebuttal may be submitted within one month of receipt of the appraisal if the staff member has received and does not agree with a summary evaluation given in part VI which indicates that the performance [is marginal (rating 2)] needs improvement or is unsatisfactory [(rating 1)]. The rebuttal may cover one or all parts of the appraisal.

(f) The rebuttal is a formal procedure of investigation by a panel of three persons selected by the staff member from a list of five persons normally senior in grade to the staff member. The list will be proposed by the [appraising] reviewing officer. Following the investigation the panel will submit its report to the [appraising] reviewing officer, who will record his or her appraisal in writing.

(g) The within-grade salary increment provided for in staff regulation 6.1 and staff rule 106.01 shall be withheld if the summary evaluation given in part VI of the staff performance appraisal is that the performance [is marginal (rating 2)] needs improvement or is unsatisfactory [(rating 1)].

(h) Special reports shall be made by the head of the division in the form of a memorandum relating directly to the facts requiring the action when:

(i) Events warranting the withholding of the salary increment occur subsequent to the most recent performance appraisal which would otherwise have served as the basis for the salary increment;

(ii) There is a recommendation for termination of appointment for unsatisfactory service.

(i) Within one month of receipt of the special report, the staff member may submit a rebuttal, which will also be subject to investigation by a rebuttal panel as referred to in paragraph (f) above.

(j) A staff member may request a special report in respect of any assignment of less than six months in another organizational unit.

Annex VI

APPENDIX A

SALARY SCALES FOR STAFF IN THE GENERAL SERVICE CATEGORY, SHOWING ANNUAL GROSS, GROSS PENSIONABLE AND NET SALARY AFTER APPLICATION OF STAFF ASSESSMENT
(in euro)

Effective 1 April 2002

		STEPS											
LEVEL		I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII *
G-1	Gross	23 379	24 162	24 945	25 729	26 512	27 295	28 078	28 861	29 644	30 427	31 210	31 994
	Gross pens.	23 281	24 026	24 770	25 515	26 259	27 004	27 748	28 493	29 237	29 981	30 726	31 470
	Net	18 858	19 461	20 064	20 667	21 270	21 873	22 476	23 079	23 682	24 285	24 888	25 491
G-2	Gross	27 223	28 130	29 036	29 943	30 849	31 756	32 662	33 569	34 475	35 382	36 288	37 195
	Gross pens.	26 936	27 798	28 659	29 521	30 383	31 244	32 106	33 002	33 909	34 815	35 722	36 628
	Net	21 818	22 516	23 214	23 912	24 610	25 308	26 006	26 704	27 402	28 100	28 798	29 496
G-3	Gross	31 671	32 721	33 770	34 819	35 869	36 918	37 968	39 017	40 066	41 116	42 165	43 231
	Gross pens.	31 164	32 162	33 204	34 253	35 302	36 352	37 401	38 451	39 500	40 549	41 599	42 648
	Net	25 243	26 051	26 859	27 667	28 475	29 283	30 091	30 899	31 707	32 515	33 323	34 131
G-4	Gross	36 819	38 034	39 248	40 462	41 677	42 895	44 158	45 422	46 685	47 949	49 212	50 476
	Gross pens.	36 253	37 467	38 682	39 896	41 110	42 325	43 539	44 753	45 967	47 182	48 396	49 610
	Net	29 207	30 142	31 077	32 012	32 947	33 882	34 817	35 752	36 687	37 622	38 557	39 492
G-5	Gross	42 774	44 234	45 695	47 155	48 616	50 077	51 538	52 999	54 459	55 920	57 381	58 842
	Gross pens.	42 208	43 612	45 015	46 419	47 823	49 227	50 631	52 035	53 439	54 843	56 247	57 651
	Net	33 792	34 873	35 954	37 035	38 116	39 197	40 278	41 359	42 440	43 521	44 602	45 683
G-6	Gross	49 942	51 632	53 323	55 014	56 704	58 395	60 085	61 776	63 466	65 226	67 039	68 852
	Gross pens.	49 097	50 722	52 347	53 971	55 596	57 221	58 845	60 470	62 095	63 719	65 374	67 065
	Net	39 097	40 348	41 599	42 850	44 101	45 352	46 603	47 854	49 105	50 356	51 607	52 858
G-7	Gross	58 238	60 195	62 151	64 108	66 200	68 299	70 397	72 496	74 594	76 693	78 791	80 890
	Gross pens.	57 070	58 951	60 831	62 712	64 592	66 548	68 505	70 462	72 419	74 375	76 332	78 289
	Net	45 236	46 684	48 132	49 580	51 028	52 476	53 924	55 372	56 820	58 268	59 716	61 164

* Long-service step

Annex VII

Appendix A (continued)

New dependency allowances:

Dependent child	Euros net per annum		
	1st child	2nd child	3rd and each additional child
Under 10	2,247	2,401	2,554
10 and over	2,466	2,619	2,772
19 and over	2,777	2,930	3,083

Dependent spouse 554 per annum

Additional allowance for first child of single, widowed, divorced or legally separated parent 364 per annum

Secondary dependant 174 per annum

The secondary dependant allowance for a dependent parent, brother or sister was abolished as of 1 July 1981. Payment will be maintained, however, for staff members already in receipt of this allowance prior to 1 July 1981 who are otherwise eligible.

Previous rates of dependency allowances in euros net per annum

	1st child	2nd child	3rd and each additional child
Under 10	1,934	2,087	2,240
10 and over	2,152	2,305	2,458
19 and over	2,414	2,566	2,719

Dependent spouse 389 for staff appointed before 1 October 1996
384 for staff appointed on or after 1 October 1996

Additional allowance for first child of single, widowed, divorced or legally separated parent 398